



Recruitment and Employment Guidelines

Policies and Best Practices adapted from National Association for Colleges and Employers (NACE) Principles for Professional Conduct for Career Services & Employment Professionals

NACE Principles for Professional Conduct

The Career Center at Shippensburg University is a member of the National Association of Colleges and Employers (NACE). In accordance with our commitment to maintain the standards of this organization, the Career Center expects students and employers to adhere to the principles of college recruiting in the NACE Principles for Professional Conduct for Career Services and Employment Professionals.

<http://www.naceweb.org/principles/?referral+knowledgecenter&menuID=203>

DISCLAIMER

Shippensburg University Career Center employment resources are provided free of charge to employers and to student/alumni job seekers. The Career Center serves only as a clearinghouse of information regarding job and internship opportunities. The listing of a position should not be interpreted as an endorsement. Accordingly, Shippensburg University expressly disclaims any liability in connection with any potential or actual employment which results from any applicant's response to any job posted in the Career Center or within SHIP Career Connection online. In that respect, the Career Center and its staff are not responsible for safety, wages, working conditions or any other aspect of off-campus employment. Students and alumni should personally research openings and agencies prior to entering into any contractual arrangements or exchange of monies in any form.

EQUAL EMPLOYMENT OPPORTUNITIES

Employers recruiting at Shippensburg University will be expected to maintain EEO compliance and follow affirmative action principles in recruitment activities. Employers should consider all interested students/ alumni for employment opportunities without regard to age, color, national origin, race, religion, disability, veteran's status, sex, sexual orientation or gender identity and provide reasonable accommodations upon request.

The Career Center will:

- 1) Notify employing organizations of any selection procedures that appear to have an adverse impact based upon students' age, color, national origin, race, religion, disability, veteran's status, sex, sexual orientation or gender identity;
- 2) Assist recruiters with accessing certain groups on campus to provide a more inclusive applicant pool;
- 3) Respond to complaints of EEO noncompliance, working to resolve such complaints with the recruiter or employing organization, and, if necessary, referring such complaints to the appropriate campus department or agency.

Employment professional will cooperate with the policies and procedures of the Career Center, including certification of EEO compliance as well as compliance with all federal and state employment regulations.

SOLICITATION ON CAMPUS

Potential employers utilizing Shippensburg's Career Center for on-campus recruitment may not solicit or sell commercial products on campus

THIRD-PARTY RECRUITERS

Third-Party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own staffing needs. Third-Party recruiters that do not charge an application fee may utilize SHIP Career Connection to post announcements regarding specific job and/or internship opportunities. Third-Party recruiters that charge a fee to candidates will be denied access to the Career Center and SHIP Career Connection.

The Career Center will request contact information for the organization for which the third party is providing recruiting services if/when there is concern related to a company. The Career Center must respect the confidentiality of this information and may not publish it in any manner. Any disclosure of student information outside of the third-party recruiting organization and the company they are representing will be with prior consent of the student. Third-party recruiters that charge fees to students will not be permitted access to the Career Center.

FOREIGN-BASED ORGANIZATIONS

Employers that are foreign-based with no US locations and third-party recruiters who represent foreign-based organizations with no US locations will not be eligible to use SHIP Career Connection immediately. Said companies and their representatives are asked to first establish a working relationship with a Shippensburg University faculty or administrator. The faculty or administrator who agrees to vouch for the organization may then contact the Career Center's website administrator for further discussion. Alternatively, the employer may send the website administrator a minimum of 1) two reference letters from two career services professionals representing accredited US colleges or universities with whom the employer has worked on a professional basis and 2) a minimum of one reference letter from a recent college graduate who is also a current employee with at least 6 months experience with the foreign-based organization.

JOB POSTINGS

SHIP Career Connection is a free service for employers to post career-related full-time and internship positions that are appropriate for individuals with or working towards a minimum of a bachelor's degree. Students and alumni create accounts on the system to access postings from employers.

In addition, employers will also be able to post part-time, seasonal and full-time opportunities not requiring a degree that may be of interest to current Shippensburg University students.

Notes on eligibility to post positions:

- 1) In order to be approved for posting, the following criteria must be met:
- 2) Employer must have a legitimate website with a published history of at least one year.
- 3) Contact person must have a professional email address that is affiliated with the employer (no personal emails such as Yahoo, Gmail, Hotmail, etc. will be accepted.)
- 4) Company address must be complete and accurate; as well as a recognized US-based address and phone number.
- 5) Does NOT involve any outlay of cash to the student/job seeker.
- 6) Does NOT require the job seeker to spend money, then seek reimbursement.
- 7) Does NOT request job seeker to accept and cash checks, etc. prior to formal employment starting.

In an effort to better protect Shippensburg University students and alumni from unethical and/or fraudulent companies/postings, Career Center staff reserve the right to research individual companies and postings to determine if the opportunity in question will ultimately be beneficial and meet the needs of Shippensburg University students/alumni.

Additional Information:

- *Commission-Only Opportunities*
Employers with these opportunities must explicitly state the nature of compensation in the job posting and all written and electronic correspondence with candidates.
- *Up-Front Fees*
Employers requiring up-front fees to be paid by candidates must state the nature and amount of all fees in their job postings and all written and electronic correspondence with candidates. One-time application fees or costs (i.e. housing/living expenses, required materials to purchase, expenses related to additional training and certificates expenses, etc.) must also be specified.

- *Volunteer/Service Learning Opportunities*
Organizations seeking to recruit volunteers for service-oriented roles are asked to contact the Volunteer Services Office (717-477-1710 or vso@ship.edu).

EXTENDING OFFERS TO CANDIDATES

The Career Center requires that employers supply accurate information on their organization, employment opportunities, and compensation packages when extending an offer. Employing organizations are responsible for information supplied and commitments made by their representatives.

The Career Center does not have specific restrictions on when offers may be extended. We do ask that employers communicate decisions to candidates within a reasonable time frame and communicate that time frame to the candidates.

Employers are expected to refrain from using any undue pressure to accept the job offer (including, but not limited to, rescission of offer if not accepted in less than the two-week time frame), or to renege on an acceptance of another offer. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable, including (but not limited to) financial assistance and outplacement services. This is in accordance with the National Association of Colleges and Employers (NACE) Position Statement on Rescinded and Deferred Employment Offers. This document provides additional recommendations, legal considerations, and ethical considerations for employers.

Successful Recruiting at Shippensburg

The Career Center staff is here to help you make your on campus recruitment involvement a success. We would love to help you with the following:

- Make the faculty, staff, and student organization connections you need
- Tell you about the students and the academic programs on our campus
- Help you understand the complex nature of the University and its offices
- Advise you about recruiting activities that may work for you
- Review your advertising plans for clarity, accuracy, and timeliness
- Offer insight into developing successful information sessions and tables
- Help you learn about and prepare for the many career fairs and related activities both on and off campus
- Manage your visit so that you can make the most effective use of your time

Shippensburg graduates from all campus locations have that rare combination of academic excellence and a strong work ethic. Couple this with outstanding career preparation, and you will see why Shippensburg graduates are the right people with the right skills for the workforce of the 21st century. Working together, we can make your visit a productive one. Contact the Associate Director at 717-477-1484 to set up a meeting.